

**MILPER MESSAGE NUMBER : 08-072**  
**AHRC-FSA-I**  
**CHANGES TO INFORMATION MANAGEMENT MAINTENANCE FOR THE**  
**OFFICIAL MILITARY PERSONNEL FILE (OMPF) AND DA FORM 201, MILITARY**  
**PERSONNEL RECORDS JACKET (MPRJ)**  
...Issued: [03/18/2008]...

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A. ARMY REGULATION (AR) 600-8-104, MILITARY PERSONNEL INFORMATION MANAGEMENT/RECORDS

B. AR 600-8-101, PERSONNEL PROCESSING (IN-, OUT-, SOLDIER READINESS, MOBILIZATION AND DEPLOYMENT PROCESSING)

C. AR 25-400-2, THE ARMY RECORDS INFORMATION MANAGEMENT SYSTEM (ARIMS)

1. EXPIRATION: THIS MILPER MESSAGE WILL EXPIRE UPON THE FIELDING OF THE DEFENSE INTERGRATED MILITARY HUMAN RESOURCES SYSTEM (DIMHRS).

2. THIS MESSAGE ANNOUNCES THE REQUIREMENTS TO MAINTAIN THE OFFICIAL MILITARY PERSONNEL FILE (OMPF) ELECTRONICALLY AND ELIMINATE THE PAPER MPRJ.

A. THOSE PERMANENT DOCUMENTS FROM THE MPRJ AUTHORIZED FOR FILING IN THE OMPF WILL BE MAINTAINED ELECTRONICALLY IN THE INTERACTIVE PERSONNEL MANAGEMENT SYSTEM (IPERMS) FOR THE ACTIVE ARMY, THE ARMY RESERVE, AND THE NATIONAL GUARD.

B. WEB UPLOAD THOSE DOCUMENTS AUTHORIZED FOR FILING IN THE ELECTRONIC OMPF AND MPRJ AS A ".TIF" FORMAT TO THE SOLDIER'S RECORD. THE WEB ADDRESS FOR THIS PROCESS IS [HTTPS://IPERMS.ARMY.MIL](https://IPERMS.ARMY.MIL).

C. MAKE EVERY EFFORT TO ELIMINATE DUPLICATE DOCUMENTS. TO PREVENT DUPLICATION OF DOCUMENTS IN THE OMPF, REVIEW THE CURRENT ELECTRONIC OMPF BEFORE DIGITALLY SENDING ADDITIONAL AUTHORIZED DOCUMENTS.

D. CONTINUALLY UPDATE THE ELECTRONIC OMPF WITH AUTHORIZED DOCUMENTS IN ORDER TO MAINTAIN CURRENT RECORDS.

3. REQUESTED EXTENSIONS BEYOND THE 1 OCTOBER 2008 WILL BE AUTHORIZED WHEN REQUIRED WEB UPLOAD SCANNERS ARE NOT AVAILABLE.

4. THE FOLLOWING PROCEDURAL GUIDANCE APPLIES:

A. THE MPRJ WILL BE ELIMINATED ON 1 OCTOBER 2008 FOR THE RESERVE COMPONENT, ARMY RESERVE AND NATIONAL GUARD.

B. HUMAN RESOURCES (HR) PERSONNEL OFFICES OR WORK CENTERS WILL CONVERT THE MPRJ TO A MILITARY PERSONNEL FILE (MPF).

C. THE MPF WILL BE MAINTAINED IN A MANILA FOLDER OR ANY COLOR FILING FOLDER WITH THE NAMING CONVENTION PER AR 600-8-104.

D. THE MINIMUM DOCUMENTS AUTHORIZED IN THE MPF:

DD FORM 4 SERIES, ENLISTMENT/REENLISTMENT DOCUMENT

DA FORM 2-1, PERSONNEL QUALIFICATION RECORD

DD FORM 93, RECORD OF THE EMERGENCY DATA

SGLV 8296 SERIES, SERVICEMEMBERS' GROUP LIFE INSURANCE ELECTION

## OFFICER'S APPOINTMENT ORDERS

DA FORM 71, OATH OF OFFICE

ACCESSION ORDERS/AMENDMENTS ENLISTED AND OFFICER

E. IT IS CRITICAL TO RETURN ALL DOCUMENTS IN THE MPRJ TO THE SOLDIERS ONCE THE ELECTRONIC FILE HAS BEEN ESTABLISHED. MAINTAIN A DA FORM 200, TRANSMITTAL RECORD, IN THE MPF TO VALIDATE THE SOLDIER'S RECEIPT OF HIS/HER MPRJ FOR ONE YEAR.

F. PROVIDE INSTRUCTIONS TO EACH SOLDIER ON HOW TO VIEW THE OMPF IN IPERMS WHEN RETURNING THE PAPER MPRJ.

5. THE FOLLOWING FORMS AND DOCUMENTS HAVE BEEN ADDED AND AUTHORIZED FOR INCLUSION IN THE OMPF.

A. DD FORM 2648, PRESEPARATION COUNSELING CHECKLIST FOR ACTIVE COMPONENT SERVICE MEMBERS

REMARKS: FILE ALL PAGES AT LOCATION: S (GA)

B. DD FORM 2648-1, PRESEPARATION COUNSELING CHECKLIST FOR RESERVE COMPONENT SERVICE MEMBERS RELEASED FROM ACTIVE DUTY

REMARKS: FILE ALL PAGES AT LOCATION: S (GA)

C. DD FORM 2839, CAREER STATUS BONUS ELECTION BONUS.

REMARKS: FILE AT LOCATION: S (GA)

D. DA FORM 368, REQUEST DISCHARGE RESERVES.

REMARKS: FILE AT LOCATION: S (GA)

E. ENLISTMENT ORDERS AND AMENDMENTS

REMARKS: FILE AT LOCATION: S (GA)

F. CRITICAL SKILLS RETENTION BONUS AGREEMENT S (GA)

G. GENERAL OFFICER MEMORANDUM OF REPRIMAND THAT STATES THE SOLDIER WAS GIVEN THE OPPORTUNITY TO SUBMIT COMMENTS WITHOUT A SEPARATE STATEMENT FROM THE SOLDIER.

REMARKS: FILE AT LOCATION: R

H. DD FORM 149, APPLICATION FOR CORRECTION OF MILITARY OR NAVAL RECORD UNDER THE PROVISIONS OF TITLE 10 USC, SEC 1552, FILE ONLY WITH THE ARMY BOARD FOR CORRECTION OF MILITARY RECORDS DECISION DOCUMENT.

REMARKS: FILE AT LOCATION: R

I. DD FORM 293, APPLICATION FOR REVIEW OF DISCHARGE OR SEPARATION FROM THE ARMED FORCES OF THE UNITED STATES, FILE ONLY WITH ARMY BOARD FOR CORRECTION OF MILITARY RECORDS DECISION DOCUMENT.

REMARKS: FILE AT LOCATION: R

6. THE FOLLOWING DOCUMENTS ARE NOT AUTHORIZED FOR FILING IN THE OMPF:

A. SF 86, QUESTIONNAIRE FOR NATIONAL SECURITY POSITIONS. THE INITIAL FORMS WILL BE MAINTAINED IN THE MPRJ UNTIL THE SECURITY CLEARANCE HAS BEEN COMPLETED.

B. EMAILED CORRESPONDENCE COURSE COMPLETION NOTICES FROM THE ARMY INSTITUTE OF PROFESSIONAL DEVELOPMENT (AIPTD) WILL NOT BE FILED IN THE OMPF. THE DATA WILL BE MAINTAINED IN ATTRS.

7. THE POINTS OF CONTACT AT THE SOLDIER RECORD CENTERS ARE:

ENLISTED RECORDS - [CUSTSUPT@CONUS.ARMY.MIL](mailto:CUSTSUPT@CONUS.ARMY.MIL)

OFFICER RECORDS - [OFFRCDS@CONUS.ARMY.MIL](mailto:OFFRCDS@CONUS.ARMY.MIL)

RESERVE RECORDS - [PERMS.RECORDS@CONUS.ARMY.MIL](mailto:PERMS.RECORDS@CONUS.ARMY.MIL)

NATIONAL GUARD RECORDS - [NGB\\_PERMS@NGB.ARMY.MIL](mailto:NGB_PERMS@NGB.ARMY.MIL)

8. THE FUNCTIONAL PROPONENT FOR THE OMPF AND MPRJ IS THE DIRECTOR, SOLDIER ASSISTANCE DIVISION (SAD).

9. POINT OF CONTACT IS MS. DORIS.J. WILLIAMS AT 703-325-3834, OR DSN 221-3834, OR EMAIL [DORIS.J.WILLIAMS1@US.ARMY.MIL](mailto:DORIS.J.WILLIAMS1@US.ARMY.MIL).

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